



# IMAC TRAINING AND TECHNICAL ASSISTANCE (TATA) SUBCOMMITTEE ACTIVITIES REPORT MARCH 18, 2004



## 2004 MEMBERSHIP

Keli Pope	Kenosha County
Vicki Jessup	BHCE
Vanessa Robertson	Milwaukee County
Deb Solis	Dane County
Jane Cheever	Iron County
*Jenny Hoffman	Brown County
Mary Oberer	Dane County
*Russell Yancey	Milwaukee County
Jeff Brikowski	BHCE
Susan Rusboldt	DHFS/Regional Office
Stacia Jankowski	BHCE
Dave Hippler	BHCE
Melissa Otter	BHCE
Lynda Fischer	DWD/ DWD-DHFS Partner Training Services (PTS)
Staci Wanty	UWO-CCDET/DWD-DHFS Partner Training Services (PTS)
Judy Johnson	UWO – CCDET/PAC
Margaret Romens	Dane County
Kevin Raines	Waukesha County/ DWD-DHFS Partner Training Services (PTS)
Julie Loebel	ACS/DWD-DHFS Partner Training Services (PTS)
Tricia Bless	UWO-CCDET/DWD-DHFS Partner Training Services (PTS)
*Theresa Fosbinder	BHCE/DWD-DHFS Partner Training Services (PTS)
* Co-chairs	

## CHARTER IMAC TRAINING AND TECHNICAL ASSISTANCE SUBCOMMITTEE

This subcommittee was created in 2003 to impact all aspects of training and technical assistance services to local agencies and their workforce according to individual needs to achieve better program integrity and customer service.

## 2003/04 ACTIVITIES

MEETING DATE	MEETING TOPIC	ACTIVITIES
August, 2003	Organization and Kickoff	<ul style="list-style-type: none"> <li>Gathered membership and revised charter</li> <li>Reviewed DHFS/DWD training management structure (Partner Training Services – PTS) and overall direction</li> <li>Planned future agendas and activities.</li> </ul>
December, 2003	Review of upcoming IM initiatives; high level discussion of distance learning initiatives	<ul style="list-style-type: none"> <li>Created workplan and schedule for 2004 monthly meetings</li> <li>Participated in presentations and received handouts from BHCE staff about all upcoming IM initiatives</li> <li>Discussed high- level distance learning strategies.</li> </ul>
January, 2004	Detailed discussion of distance learning tools and strategies	<ul style="list-style-type: none"> <li>Debriefed from Food Stamp Application Processing distance learning course</li> <li>Participated in demo of Pathlore software used to support the PTS Learning Center</li> <li>Reviewed various classroom and material creation distance learning tools and products</li> <li>Made recommendations about assisting agency training staff in incorporating distance learning (direct outcome of this discussion was the February Wisline Web interactive presentation on the Transitional Food Stamp and Reduced Change reporting distance initiatives)</li> <li>Devised a customer service approach for supporting distance learning materials</li> </ul>
February 2004	Continued detailed discussion of distance learning tools and strategies; creation of recommendations on critical training topics for review by and direction from IMAC	<ul style="list-style-type: none"> <li>Participated in demo of WisLine Web virtual classroom tool</li> <li>Received update and made recommendations about plans for re-structuring worker profiles and reports in the PTS Learning Center (Pathlore)</li> <li>Created issue papers for review by IMAC on two main topics identified by the group as critical factors for the success of future training:               <ul style="list-style-type: none"> <li>When should training be mandatory?</li> <li>How do we obtain management and worker buy in for distance learning</li> </ul> </li> </ul>
March 2004	Revision of issue papers; address emergent needs with implementation of PTS Learning Center	<ul style="list-style-type: none"> <li>Conducted meeting virtually using WisLine Web</li> <li>Revised issue papers on the above topics for presentation to IMAC</li> <li>Approved communication piece to agency trainers regarding use of PTS Learning Center in group settings</li> </ul>